MINUTES OF THE COTS
PRIVACY, SECURITY & ACCESS COMMITTEE

APRIL 6, 1999

Committee Attendees:

Present: Cheryl Clark (DMV), Darrell Gasaway (DJJ), Ed Morris (DOC), George Riesco (Nexus), Lewis Vass (VSP), Dan Houlihan (VIPnet), Andy Poarch (DIT), Pat Jackson (VT), Jim Adams (DIT), and Ray Davis (DGIF).

Absent: Dan Galloway (DIT), Carrie Gillotte (GMU), Gordon Jarratt (County of Fairfax), Mike O'Neil (DSS), and John Palese (DSS).

The April 6, 1999 COTS' Privacy, Security & Access (PSA) Committee meeting was held at the Department of Motor Vehicles and called to order by Cheryl Clark at 1:05 p.m. Cheryl welcomed members of the committee.

Minutes from the February 23 meeting were distributed and corrections were made.

The following action items from the 2/23 meeting were reported:

Action: Dan Galloway check with Allaire Company on software to be used for internet dialogue.

Cheryl Clark asked Andy Poarch to report in Dan's absence. Andy reported that there is not enough across-the-board interest and the timing may be premature to invest in setting this up. This might be reopened for consideration at a later time.

Action: Cheryl Clark develop a brief questionnaire of less than five questions to solicit input about scope/priorities from Secretary Upson, Mike Thomas, the COTS Committee and others (tbd) for inclusion in the Charter and associated Action Plan.

Cheryl Clark gave the Committee a draft survey for review. The Committee decided that the survey was premature and should be reconsidered at the May meeting.

Action: Cheryl Clark contact VIPnet to solicit membership.

Action: Cheryl Clark contact Department of Information Technology (DIT) to solicit membership.

Dan Houlihan will represent VIPnet and Jim Adams will represent DIT on the PSA Committee.

Andy Poarch gave a brief description on how the Secretary's office solicited community, agency and legislators' concerns in the area of technology.

Cheryl Clark conducted a roundtable discussion with members regarding finalization of the Charter and Scope of the PSA Committee. She proposed that the Committee consider limiting its attention to the domain of IP technologies. Following thorough discussion, the Committee unanimously endorsed this proposal. Darrell Gasaway agreed with this limitation as a priority for first attention by the Committee, but also recommended that the Committee consider broadening the scope to more traditional legacy technologies at a later stage.

Action: Statements were offered and explored by Committee members on the focus, scope and priorities to be addressed as mission and charter for the Committee as follows.

- Review the current State IT organizations security systems and procedures for improvement or implementation of new tools.
- Promote the public's confidence in doing business with the Commonwealth via the Internet. Need to have the public, legislators and other agencies confidence in dealing with electronic signatures, digital signatures, credit card protection of information & records, etc.
- Adopt "Best Practices" from other entities in order to practice safe communications.
- Review agencies concerns with data sharing with other governmental agencies and entities. Security and integration issues become a greater concern when data is more accessible through the internet and intranet.
- Review internet and intranet issues with concentration in the security/privacy area.
- Important focus on the accuracy of information being disseminated. Security barriers need to be in place to protect data when exchanging information with other state agencies and public industries. Dedicated systems need to be revamped for agencies to conduct data sharing with other entities.
- Funnel legal and administrative issues to the COTS Council, with recommendations, to provide adequate consistency among Commonwealth organizations.
- "Best Practices" need to be in place to develop a balance between protection, convenience and accessibility.
- Develop guidelines to ensure privacy and security when providing access to sensitive data.
- Review technical issues to ensure privacy and security of sensitive records. Example: University records on student data. When disseminating information, guidelines need to be incorporated to show how to provide security and certification of information.
- Review and evaluate the restricted and non-restricted levels of security on the internet. Committee focus on what is legally permissible.
- Review legislation and make appropriate recommendations for statutory revision.
- Review technical issues, technical architectures and techniques to develop uniform policies.
- Review and identify level of priority of records. Categorization of data and develop "Best Practices". Submit recommendations to the COTS Council to solicit support for legislative changes in statute.

- Develop a generic model on security and match levels of data to levels of security. This model would be adopted by agencies, but customized for their individual use.
- Develop framework/tiers consisting of tools, information, education and technology. Once the Committee sets the framework and lists the restrictions, they would review the policies/procedures and forward their recommendations to the COTS Council for their endorsement. Develop one set of standardized procedures for all state agencies to use.

Out of this discussion, the Committee distilled four product documents to be drafted and brought back to the Committee as follows:

1. Model of Committee's Legal Framework by Pat Jackson

2. Model of Internet Risks & Countermeasures (tools/techniques/standards) by Dan Houlihan, Jim Adams & George Riesco

3. Categories of Information & associated levels of protection by Captain Vass

4. Charter/Scope by Cheryl Clark and Andy Poarch

In closing, Captain Vass gave copies of a handout from SEARCH Publications on Privacy and Access to Government Documents.

George Riesco gave a short/informal presentation on Network Associates. Network Associates customize security/firewalls and a comprehensive protection package from viruses and hackers throughout the network.

The Committee has identified the following among potential topics of discussion for future meetings:

- Report on Action/Workgroup Items from members.
- Closure on Charter and Scope
- Questionnaire
- Vendor Presentations -- "Best Practices"

** If you any vendor to recommend to the Committee's development of "Best Practices", please notify Cheryl Clark so that a briefing can be scheduled.

The next PSA Committee Meeting is scheduled for Tuesday, May 4th from 1-3:00 p.m.

The meeting adjourned at 3:00 p.m.